



West Des Moines Human Services 2016 Adopt-A-Family Program Guidelines & Tips

How It Works...

1. Sponsors submit a completed sponsor form and are matched with a family. Families are assigned an identification number.
2. The sponsor is provided with family information including names, address and ages.
3. At a minimum, sponsors are asked to purchase two to three gifts for each child in the family (up to age 18). **Gifts for the adults are optional.** Providing a holiday meal or food card is also optional. If a sponsor desires to provide more for the family, they are free to do so.
4. A "wish list" detailing gift ideas for each child as well as the ages, genders and clothing sizes of each child will be provided. Please note, the wish list is intended to be a guide to help choose a gift. Sponsors are free to substitute with other items they feel the family may enjoy. The family understands that sponsors are not able to fulfill all of their wishes. We suggest a \$50 to \$75 cap per individual, however sponsors are free to spend more. Please try to evenly distribute your generosity among the children in a family. Understand that more expensive gifts may be requested, but are not expected.
5. Due to the high volume of households in need, we ask Adopt-A-Family sponsors to make direct contact with their adopted family and to make arrangements for delivery.
6. If a sponsor prefers to remain anonymous, gifts may be delivered directly to West Des Moines Human Services **on Monday, December 19th through Wednesday, December 21st** between 8 am and 4 pm. Please contact Mindy Hotovec to arrange a delivery time, or to make arrangements to deliver when it is convenient for you outside of this time frame. Please wrap the gifts and label each gift with the individual's name and family identification number. Please place the packages in plastic bags or boxes. **In large, bold letters, please label the bags or boxes with your family's identification number.** We ask that you kindly keep your bags or boxes lightweight so that one person can easily handle them.
7. You will receive an in-kind donation receipt for tax purposes. Please return the completed form to West Des Moines Human Services by December 31st, 2016.

Helpful Tips...

- ❖ We suggest including a listing of the gift items that you are providing in a separate envelope marked for the parents or the head of the household.
- ❖ For apparel or shoes, please include a gift receipt.
- ❖ If batteries are needed to operate a toy or game, please try to include them.

For more information, please contact Mindy Hotovec at 515-222-3663 or Melinda.Hotovec@wdm.iowa.gov.

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Phone (515) 222-3663 ♦ Fax (515) 222-3669 ♦ www.wdm.iowa.gov/HolidayGivingOpportunities

